

**CITY OF DAPHNE**  
**ORDINANCE NO. 2017-81**

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**AN ORDINANCE ESTABLISHING A POLICY FOR COMMUNITY GRANTS**

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**WHEREAS**, the City Council of the City of Daphne has determined that it is in the public interest to provide limited financial assistance to community groups and organizations within the community to assist with activities or special events that advances a public purpose. This support is in recognition of the value of these activities to the benefit, growth and spirit of the public community and in helping the municipality retain a strong community focus;

**WHEREAS**, the Council sees a need for a uniform policy for community grants to limit financial contributions on an annual basis and to provide for a process or procedure for the request and administration of community grants; and

**WHEREAS**, the Council has determined that the City's policy for community grants is in need of clarification with regards to certain classifications of funding requests.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA:**

**SECTION 1. DEFINITIONS**

Unless the context clearly indicates a different meaning, the words, terms and phrases used in this Ordinance shall have the following respective meanings:

“City” shall mean the City of Daphne in the State of Alabama.

“Competitive teams” shall mean any group of individuals working together in a competitive activity which includes but is not limited to sports, cheerleading, dancing, music, debate, chess, scholastic trivia, robotics, and other competitive group activities.

“Complete application form” shall mean a properly filled out application and all supporting documents.

“Person” shall mean any person, entity, firm, corporation, partnership, association, administrator, trustee, or other fiduciary.

“Public purpose” shall mean the objective of the promotion of public health, safety, morals, security, prosperity, contentment, and the general welfare of the community.

**SECTION 2. COMMUNITY GRANT PROGRAM**

The City of Daphne hereby adopts a Community Grant Program (hereinafter “CGP”). This Ordinance does not specially commit the City to any particular contribution of funds. As part of the annual budgeting process the City Council will determine the financial commitment to the Community Grant Program.

**SECTION 3. APPLICABILITY**

Outside entities which provide public benefit, but not direct financial benefit, to the City of Daphne may only be funded by the City of Daphne in accordance with the CGP established herein. The CGP shall not apply to contributions and requests for contributions for memberships, dues, or contributions to entities whose efforts provide direct revenue to the City of Daphne. The City Council and Mayor shall jointly decide which entities must enter the CGP and which entities qualify under the aforementioned membership/dues/contributions exception to the CGP. Only upon extraordinary circumstances shown, the City Council may consider an exception to the terms and conditions of this ordinance. This exception may be granted by no less than five members of the City Council voting to approve such an exception.

**SECTION 4. FUNDING CATEGORIES**

The City has determined that there are classifications of activities that serve a Public Purpose and that benefit the citizens of the City of Daphne. These classifications include but are not limited to education, arts, culture, community beautification, environmental awareness, community heritage, supporting youth and seniors, tourism and economic development.

**SECTION 5. FUNDING LIMITATIONS**

(a) The CGP has an annual maximum budget of one half of one percent (0.5%) of Budgeted Revenues for the General Fund. Annual contributions shall be limited to a maximum of five thousand dollars (\$5,000) per entity (hereinafter “Grant Cap”).

(b) Due to the high number of funding requests from youth competitive teams, requests for contributions to competitive teams shall be treated as follows:

i. For competitive teams associated with a public school located in the City of Daphne, CGP contributions shall only be considered for such competitive teams who will travel away from Daphne to participate in a statewide, multi-state regional, national, or international competition..

ii. For competitive teams based within the City of Daphne that are not associated with a public school, CGP contributions shall only be considered for such competitive teams who will travel at least 150 miles away from the City of Daphne (or less if overnight stay is required) to participate in a multi-state regional, national, or international competition. Competitive sport teams that never or rarely compete within the City of Daphne (i.e., “travel ball”) shall not be eligible for CGP funding.

iii. If time allows, a request for CGP contributions to a competitive team shall be presented to the City Council for consideration at a regularly-scheduled Council

meeting. If a competitive team's need for funding arises under circumstances that do not allow enough time for the request to be presented to the City Council at a regularly-scheduled Council meeting, the Mayor, upon conferring with and obtaining approval from the Council President and Vice-President, may consider such a request and shall have the authority to approve or deny such a request.

iv. Annual CGP contributions to competitive teams shall be limited to a maximum of eight thousand dollars (\$8,000) per year. For competitive teams with fewer than thirty (30) participants, annual CGP contributions shall be limited to a maximum of five hundred dollars (\$500) per entity. For competitive teams with thirty (30) or more participants, annual CGP contributions shall be limited to a maximum of one thousand dollars (\$1,000) per entity.

v. Any contribution to a competitive team shall be included in the annual maximum budget for the CGP unless the Council determines, on a case-by-case basis, that a particular competitive team's activities will or may result in direct revenue to the City of Daphne.

## **SECTION 6. APPLICATION PROCESS**

The City will create an approved Community Grant Application Form. The current version of the Community Grant Application Form is herein attached as an example but is not the definitive form. The form may be altered periodically by the Mayor or his designee. This Form will be the only manner in which a request for CGP funds will be entertained. The Application Form will specifically require that the applicant submit the organization's most recent audited financial statements. In the event that the organization does not have their financial statements audited, the most recent non-audited statements may satisfy the submission requirement. The Mayor has certain obligations and duties regarding the budget. Due to these obligations the Mayor will determine the deadline for submissions for the next fiscal year. Said deadline may appear on the Community Grant Form and/or by contacting City Hall.

Application forms will be available upon request from the City Clerk's office.

## **SECTION 7. SCHOOLS**

The schools within the city limits of Daphne will not be funded directly and instead may only be provided funding through the Supporting Educational Enrichment in Daphne's Schools (hereinafter "SEEDS"). The maximum request from SEEDS will reflect the Contribution Cap for each of the participating schools within the Daphne city limits in addition to SEEDS individually each fiscal year. Therefore SEEDS, and by extension the public schools, are limited to the number of participating schools plus one (SEEDS itself) multiplied by the Grant Cap. Thus the amount paid directly to SEEDS may exceed the Grant Cap, but the amount utilized by SEEDS individually and not as a pass through will not exceed the maximum. Any other pass-through arrangement shall be disfavored.

**SECTION 8. ANNUAL AUDIT**

Should a participant in the CGP receive funds, the City reserves the right to inspect and audit any and all expenditures related to the CGP funds. If the CGP participant is non-cooperative or cannot provide satisfactory back up documentation, their eligibility for future CGP funds will be suspended indefinitely.

**SECTION 9. MAINTENANCE OF RECORDS**

It shall be the duty of every person/entity receiving CGP funds to keep and preserve suitable records of the use of said funds. Such records shall be kept and preserved for a period of three (3) years and shall be open for examination at any time by the duly authorized representative of the City.

**SECTION 10. SEVERABILITY**

If any section, subsection, clause, provision or part of this Ordinance shall be held to be invalid or unconstitutional in a court of competent jurisdiction, such holding or holding shall not affect any other section, subsection, clause, provision or part of this Ordinance which is in itself and of itself valid and constitutional.

**SECTION 11. EFFECTIVE DATE**

This Ordinance shall take effect and be in force from and after the date of its approval by the City Council of the City of Daphne and publication as required by law.

**SECTION 12. INFORMATION MAY NOT BE DIVULGED**

It shall be unlawful for any person connected with the administration of this Ordinance to divulge any information obtained by him/her in the course of inspection and examination of the books of account, invoices, bank statements, sales tax records, state and federal income tax records, or other reports and memoranda or the taxpayer made pursuant to the provisions hereof, except to the Mayor, the City Council, the City Attorney, the City Finance Director, or their agents or representative connected with the administration of this Code, or pursuant to court proceedings or process.

**ADOPTED AND APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, ON THIS THE 2<sup>ND</sup> DAY OF OCTOBER, 2017.**



**DANE HAYGOOD  
MAYOR**

**ATTEST:**



**CANDACE G. ANTINARELLA  
CITY CLERK**